



SPECIAL COMMITTEE OF THE WHOLE MEETING

Community Room
Thursday, October 23, 2014
6:00 p.m.

Present:

Mayor Blomberg	Trustee Brandt (Arrived at 7:20 p.m.)
Trustee Feldman	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Treasurer Curtis	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Public Works Director Woodbury
Community & Economic Development	Management Analyst Shoukry
Director McNellis	
Police Pension Board President Lee	

CALL TO ORDER

1.0 ROLL CALL

Mayor Blomberg called the meeting to order at 6:05 p.m. and Village Manager Burke took the roll call.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Finance and Administration

2.11 Fiscal Year 2015 Budget Workshop

Village Manager Burke noted the purpose of the Special Committee of the Whole meeting is to review the proposed capital projects in the General Capital Fund and the Water & Sewer Fund for Fiscal Year 2015.

Additionally, staff will update the members of the Village Board on comments and questions raised at the October 20, 2014 budget workshop meeting.

Village Manager Burke provided an overview of the proposed Fiscal Year 2015 General Fund Budget. Manager Burke noted the proposed budget contemplates the transfer of funds in excess of one year's operating expenses to the General Capital Fund to be set aside for capital projects as outlined in the 10-Year Capital Plan approved by the Village Board earlier this year.

General Capital Fund Summary

Village Manager Burke provided a review of proposed General Capital Fund budgeted revenues. Village Manager Burke explained revenues contemplated include \$422,000 in ITEP grant revenue; \$50,000 in Tree Bank Revenue; \$1,150,000 in sale of Village-owned land in the downtown triangle parcel; and \$166,722 in Transfers-In from the General Fund. Total General Capital Fund revenue for Fiscal Year 2015 is budgeted in the amount of \$1,788,722.

Administration Department – No capital projects contemplated for Fiscal Year 2015.

Finance Department – No capital projects contemplated for Fiscal Year 2015.

Police Department - Police Chief Kinsey noted proposed projects include a total of \$156,000 in capital expenditures. A summary of the major capital items are as follows:

Vehicle Replacement – The Department plans to replace two vehicles as part of the annual Vehicle Replacement Program at a cost of \$53,000. Related to vehicles, there is also \$7,000 in funds related to vehicle equipment retrofits.

Police Building Remodel – The budget reflects \$50,000 in funds to remodel the former dispatch area to increase functionality of this area. This line item is carried over from the current year's budget and is increased over the current year estimate due to anticipated costs.

In-Car Video Equipment - \$32,000 is reflected in the budget related to the second phase of the in-car video equipment project started this year.

E-Citation Printers/Software – This line item includes \$6,500 and is related to a possible Lake County initiative to integrate citation writing with scheduling at the branch courts.

Community Development - Building Permit Software – Community & Economic Development Director McNellis explained the proposed budget includes \$7,400 in funds to replace the existing Community Development Department building permitting software. This amount is related to the final expenditure related to a project expected to start in the current fiscal year. The total budget for the project is expected to be \$42,400.

Insurance & Common Expense - Village Manager Burke explained more than \$78,000 is proposed for projects in the Insurance & Common Expense budget. Village Manager Burke noted funds are allocated for the possible completion of a Single Audit (\$1,870) and an appraisal of Village

buildings (\$25,000). Finance Director Peterson noted \$52,000 in funds is proposed for possible purchase of financial system software, licensing and training.

Streets - Public Works Director Woodbury reviewed the proposed street projects and equipment replacement contemplated for Fiscal Year 2015. Highlights of the proposed capital expenditures presented are as follows:

Emergency Response Trailer - \$38,500 in funds is allocated to assist in vehicle repair/rehab work for Fiscal Year 2014.

Mayor Blomberg noted the Village may want to consider exploring what type of equipment is available for purchase from the U.S. military. Mayor Blomberg noted surplus equipment is regularly for sale and may meet the needs of some of the equipment included in the budget for the coming year.

Replacement of 25-Yard leaf machine in the amount of \$100,000.

Replacement of an existing five-ton truck in the amount of \$242,050.

Robinhood Court storm sewer project in the amount of \$185,000 for both construction and engineering services.

First year of a multi-year project to stabilize the Des Plaines River berm in the amount of \$20,000.

Street Resurfacing – The proposed budget includes \$491,500 in resurfacing projects. \$175,000 of the resurfacing expenses are planned to come out of the Motor Fuel Tax Fund, and the remaining \$316,500 is to be funded out of General Capital Fund.

Parks and Open Space – Public Works Director Woodbury reviewed the various projects proposed in the area of Parks and Open space. The most significant projects include the Route 22 Corridor Enhancement Project in the amount of \$288,000; baseball field foul ball nets at North Park in the amount of \$180,000; development of the pocket park in the Village's downtown triangle for \$206,000; and updating the Village's entrance sign/planting beds at a budgeted cost of \$236,000.

A brief discussion regarding the need for foul ball netting at the fields at North Park followed.

Buildings & Grounds – Public Works Director Woodbury provided a brief review of projects proposed for Buildings & Grounds for Fiscal Year 2015. Major projects contemplated include replacing the existing Village Hall roof at a cost of \$280,000; improvements to Rivershire Nature Center in the

amount of \$25,000; and replacing the air conditioning unit at the Public Works Facility in the amount of \$12,000.

A discussion of the projects contemplated for Rivershire Nature Center followed. Public Works Director Woodbury explained many of the projects are in conjunction with School District #103 as part of the intergovernmental agreement between the Village and the School District. Public Works Director Woodbury noted a major component of the work planned includes updating the entrance way to improve accessibility.

Water and Sewer Improvements – Public Works Director Woodbury reviewed the proposed capital expenditures contemplated for the Water and Sewer Improvement Fund. Public Works Director Woodbury noted \$173,000 is included in the Fiscal Year 2015 Budget for the third year of the automated meter reading system conversion project. Public Works Director Woodbury noted the most significant project in this fund for next year is the replacement of the existing water main in the Westwood, Bedford and Middlebury Lane area of the Village at an estimated cost of \$1,200,000.

Follow Up Items from October 20, 2014 Budget Workshop

Village Manager Burke noted the remaining items to discuss at this meeting include a few follow up items from the October 20, 2014 Budget Workshop meeting. Village Manager Burke asked the Village Board to confirm staff's recommendation that any General Fund reserves that exceed one full year of General Fund operating expenses, including debt services, be transferred to the General Capital Fund to be held for use to address capital needs. Village Manager Burke noted if the Board supports this approach, staff would plan to transfer approximately \$5.8 million from the General Fund to the General Capital Fund prior to the end of Fiscal Year 2014. The members of the Village Board were in support of making the transfer of reserves to the General Capital Fund.

Village Manager Burke requested Village Board feedback regarding the budgeted funds for additional advertising through Visit Lake County as outlined by Community & Economic Development Director McNellis at the October 20, 2014 meeting. Trustees McDonough and Grujanac expressed their opinion they were not in favor; noting difficulty in seeing a return on the investment from the current contributions to Visit Lake County. Trustee McDonough commented he would rather see the \$5,500 proposed for the advertising be allocated to other purposes including possibly employee wages/benefits. Trustee Servi indicated general support with including funds for advertising via Visit Lake County, and Trustee McAllister expressed his support of staff's recommendation regarding this expense. Mayor Blomberg felt the funds should be budgeted for and the Board can make a commitment in the spring when Visit Lake County is making their advertising plans/commitments for the year.

Village Manager Burke asked about the direction regarding securing a consultant to develop a Lincolnshire Brand, and the members of the Village Board expressed general support of the project. Village Manager Burke noted staff had recently solicited proposals and interviewed prospective firms to assist with this project and explained a formal recommendation would be forthcoming at a future Board meeting.

Village Manager Burke provided an update to the Village Board on the proposed water rate change and the annual impact on a typical household. Village Manager Burke noted the estimated annual increase in cost is between \$26 and \$39 annually for the typical homeowner.

Village Manager Burke noted based upon discussion at the October 20, 2014 meeting, staff proposes to add a goal of completing a full water rate analysis to review with the Village Board during the Fiscal Year 2016 Budget process.

Finance Director Peterson provided a brief update to the Village Board on changes in utility billing processes and procedures and asked the Village Board's opinion regarding passing on credit card processing fees to the individual using the credit card rather than the Village absorbing the fee. The Board unanimously supported passing on the fees to those users who opt to pay with a credit card.

A discussion regarding the property tax levy message brought up in the October 20, 2014 meeting followed. Trustee McAllister felt the message of levying for pension obligations was positive, as it demonstrated the Village employs and maintains a quality staff. Finance Director Peterson provided a tax rate comparison chart outlining the services neighboring communities levy taxes for and at what rate. After further discussion, the Board decided to continue the current practice of levying only for pension obligations as outlined in the proposed budget for Fiscal Year 2015.

Trustee McAllister brought up a program at his place of business where employees write letters to troops overseas and make donations. Trustee McAllister suggested it may be possible for the Village to sponsor a similar initiative and possibly work with local schools on such an effort.

Village Manager Burke and Community & Economic Development Director McNellis updated the Board on the status of the Architecture Review Board consideration of the proposed parking garage at the Tri-State business center. Village Manager Burke noted the prospective tenant is trying to meet a Thanksgiving week deadline to confirm their possible tenancy in the business park and their potential relocation is contingent upon the successful approval of the parking garage.

3.0 EXECUTIVE SESSION – None.

4.0 ADJOURNMENT

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 7:40 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk